

# **APPENDIX 1**

## **SCREEN/REPORT FIELD DESCRIPTIONS**



FIELD TITLE	DESCRIPTIONS
Account/Authorization Processing	Enter or modify account profiles and authorizations.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account ID	The level at which a Federal Agency controls the flow of funds. This control may be <b>at</b> program level, <b>below</b> program level, or <b>above</b> program level. This up-to-20 position alphanumeric account identifier is assigned by the Federal Agency.
Account Status	This one-position alpha field, indicates if the account is open (O), suspended (S), or inactive (I). This field defaults to O if left blank.
Action	This required one-position alpha field, is used to designate the desired screen activity. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), or Escape (E). The available actions are displayed, and the available actions vary for the different functions within ASAP.
Agency Location Code	This required eight-position numeric field is the Agency Location Code of the Federal Agency.
Agency Reference Number	The optional free-form 15-position alphanumeric field is entered at the Authorization Entry prompt screen. The Agency Reference Number may be entered to annotate an authorization entry session that will automatically carry the entry over to the Authorization Entry screen.
Amount Requested	The amount of funds needed for each desired Account ID displayed. This required field may not exceed \$999,999,999.99.
ASAP ID	Required. Must be the ID assigned by ASAP to the user's organization. Additionally, it must be a valid ID at time of sign-on.
Authorization Amount	The dollar amount of the authorization for each desired account. This amount is not to exceed \$999,999,999.99.
Authorization Sequence	This system-generated field is a unique identifier, assigned by

Number	ASAP to each page of authorization transactions upon posting. It identifies the date of entry, the terminal of entry, the session number, and the time of posting.
Available Balance	This system generated field contains the Available Balance, which is the net of all activity against the account. It includes the CAA, plus returned payments, plus book entry credits, minus approved payment requests, minus book entry debits.
Cash on Hand	This optional field allows the user to indicate the amount of Federal Agency funds that the user has in its bank account. This amount is not to exceed \$999,999,999.99.
Create Date/Create Time	These fields indicate the date and time at which the account was created by the Federal Agency.
Cumulative Authorized Amount (CAA)	This field contains the CAA. It is the net of all authorization activity for this account. It equals increase authorizations, minus decrease authorizations. This field is system generated.
Effective Date	This optional field contains the date that the authorization will be effective. This field is in the standard date format (MM/DD/CCYY). Entering an effective date on the prompt screen will automatically carry the information to the Entry screen where it may be changed as needed.
Group ID	This optional field entered on the Account profile by the Federal Agency contains the group identifier that links two or more accounts.
I/D	This required one-position alpha field indicates whether the authorization amount will be an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
ITM#	This system-generated field contains the item number assigned by ASAP to each authorization transaction upon posting that distinguishes each transaction within an authorization sequence number.
New Password	This field allows the user to change their password. At the first sign-on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.
OAC	Required. Must be the OAC assigned by ASAP to the user's

	organization. Must be a valid OAC at time of sign-on.
Password	The Password is a required field and must be entered when signing on to the system. The Password is unique to the user.
Recipient ID	This required seven-position numeric field contains the Recipient Organization Number assigned by ASAP.
Region	This optional two-position alphanumeric field may be used in conjunction with the ALC as a <b>designator</b> for the Region of the Federal Agency.
Requestor ID	This required seven-position numeric field identifies the Payment Requestor.
Requestor Reference Number	This optional 15-position alphanumeric field allows the user to identify the payment request.
Select	This required 1-position alpha field must be "A" to add to the template or "D" to delete from the template.
Settlement Date	This required field contains the date when the actual transfer of funds from ASAP to the Requestor's bank occurs. If you select a summary payment, the settlement date must be the next business day. The data entered in this field must be in MM/DD/CCYY format.
STA	This system-generated field indicates the status of each authorization upon posting. Status options include: "A" for accepted or "W" for warehoused.
Template Name	This required maximum 10-position alphanumeric field contains the name of the template to be added, changed, or deleted.
Type of Payment	In this required one-position alpha field, you will enter "I" for individual payment(s) or "S" for a summary payment.
USERID	The USERID is a required field and is unique to the individual user.

